



1999

## SMALL BUSINESS WINNERS NOMINATION GUIDELINES

### ADMINISTRATOR'S MESSAGE

- The 36th annual celebration of National Small Business Week will be held in early June 1999 (date to be announced). This celebration is an opportunity for all of us to acknowledge with pride and gratitude the contributions made by America's small business community to our nation's economic growth and quality of life. It is my pleasure to invite you to be part of this much-deserved tribute.

I cordially invite you to play a significant part in Small Business Week 1999 by nominating the most outstanding small business persons and advocates in your community for special recognition. Your thoughtful consideration of nominees is truly appreciated.

Sincerely,

Aida Alvarez  
Administrator  
U.S. Small Business Administration

### INTRODUCTION TO SMALL BUSINESS WEEK

Each year since 1963, the President of the United States has designated a week as National Small Business Week in recognition of the small business community's contributions to the American economy and society. Small Business Week 1999 will take place in June.

The U.S. Small Business Administration, in partnership with public- and private-sector small business supporters, will sponsor special activities honoring the nation's entrepreneurs at the local, state and national levels.

The presentation of the prestigious awards will highlight Small Business Week activities. At the district, state, and national levels, these awards spotlight the outstanding contributions of small business persons, advocates, exporters and young entrepreneurs, as well as those who have developed their small businesses into large ones. \*At the regional and national levels, awards also will highlight the contributions of outstanding small business prime contractors and subcontractors for the federal government.

Small Business Person of the Year winners from all 50 states, the District of

Columbia, Puerto Rico, Guam and the U.S. Virgin Islands, as well as national winners in the advocate and special award categories, and regional and national government contracting award winners, will be invited to Washington, D.C., during Small Business Week for a series of special events in their honor. A national Small Business Person of the Year will be selected from among the state award winners and recognized during the celebration in the nation's capital.

\* District-level awards are presented only in those states served by more than one SBA district office. See page 22 for a list of district offices.

## NOMINATIONS

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person of the Year, Advocates of the Year and special Small Business Week awards.

For further information regarding nominations for Federal Government Small Business Prime Contractor and Subcontractor of the Year, see page 18.

### Nominations

Nominations must be typewritten on 8 1/2" x 11" white paper on one side only. All materials must be collated and secured in a 1 1/2" binder and submitted to the nearest district office of the U.S. Small Business Administration (see list, p. 22), postmarked or hand delivered not later than November 13, 1998.

Please note: To be considered for competition, nomination packages must comply with the standards listed below. Incomplete packages will not be considered.

The nomination package must include (in the following order):

1. A single cover page with:

- the nominee's full name, title, business and home addresses with telephone numbers (fax number should also be included);
- the award for which the nomination is being made;
- the nominator's name, title, place of business, business address and telephone number; and
- a one-paragraph description of the nominee's business (for Small Business Person of

the Year, Exporter of the Year, Entrepreneurial Success Award, SBA Young Entrepreneur of the Year and Welfare-to-Work Entrepreneur of the Year nominations)  
or profession/occupation (for all Advocate of the Year nominations).

2. A completed SBA Form 898 (biographical data form) available from the SBA district office nearest you. For team nominations for Small Business Person of the Year, a Form 898 is required for each team member.

3. An original black and white photo of the nominee, either 8" x 10" or 5" x 7" (xerographic copies are not acceptable).

4. A nomination letter not to exceed three pages.

5. A brief biography of the nominee, not to exceed two pages.

6. A business profile, not to exceed two pages.

7. A concise statement of the qualities and performance that merit the award for the nominee, not to exceed four pages.

8. A financial statement of the nominee, not to exceed 12 pages, on 8 1/2" x 11" paper (required only for Small Business Person of the Year, Exporter of the Year, Entrepreneurial Success Award, and SBA Young Entrepreneur of the Year).

9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. This support documentation must not exceed 10 pages. Videos will not be considered.

#### AWARDS AND SELECTION

Small Business Persons of the Year, Advocates of the Year and special award winners will be selected at the state and national levels. In those states served by more than one SBA district office, awards will also be presented at the district level. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA Office of Advisory Councils for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the SBA's National Advisory Council. The winner will be announced during Small Business Week.

- KEY SMALL BUSINESS WEEK DEADLINES:

- Nov. 13, 1998 1999 Small Business Week nominations must be received by the SBA district offices.
- Dec. 11, 1998 District winners are selected from multi-district states, and state winners are selected from single district states.
- Feb. 19, 1999 The SBA's National Advisory Council selects state winners in multi-district states. Office of Advocacy judges select the National Advocates of the Year and the special award winners.
- Mar. 5, 1999 State Small Business Persons of the Year, National Advocates of the Year and special award winners are announced.  
The awards to be presented:
  - Small Business Person of the Year
  - Minority Small Business Advocate of the Year
  - Women in Business Advocate of the Year
  - Veteran Small Business Advocate of the Year
  - Accountant Advocate of the Year
  - Financial Services Advocate of the Year
  - Media Advocate of the Year
  - Small Business Exporter of the Year
  - SBA Young Entrepreneur of the Year
  - Entrepreneurial Success Award
  - Special Advocacy Awards\*
  - Phoenix Awards
  - Welfare to Work Awards

- Federal Government Small Business Prime Contractor of the Year\*\*
- Federal Government Small Business Subcontractor of the Year\*\*

\* Presented only at national levels.

\*\* Presented only at regional and national levels.

#### ELIGIBILITY AND EVALUATION CRITERIA

All nominees for Small Business Week awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. See page 4 for nomination requirements.

#### Small Business Person of the Year

Individuals who own and operate or bear principal responsibility for operating a small business are eligible.\* Partners who jointly own and operate a small business may be nominated as a team, so long as the number of individuals in the team nomination does not exceed four.

Nominations will be evaluated according to the following criteria:

- Staying power ñ a substantiated history as an established business.
- Growth in number of employees - a benchmark to judge the impact of the business on the job market.
- Increase in sales and/or unit volume - an indication of continued growth.
- Current and past financial reports (profit-and-loss statements and balance sheets for the last three complete years): a substantiation of the improved financial position of the business.
- Innovativeness of product or service offered ñ an illustration of the creativity and imagination of the nominee.
- Response to adversity ñ examples of problems faced in the nominee's business and the methods used to solve them.
- Contributions by nominee to aid community-oriented projects ñ evidence of the use of his/her personal time and resources.

\* The U.S. Small Business Administration's

size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

#### Minority Small Business Advocate of the Year

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners. Nominations will be evaluated on the following criteria:

- Voluntary efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in legal, legislative, managerial or financial capacity.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

#### Women in Business Advocate of the Year

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners. Nominations will be evaluated on the following criteria:

- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Voluntary efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.

- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.  
Veteran Small Business Advocate of the Year  
Individuals who have fulfilled a commitment to advancing small business opportunities for U.S. armed forces veterans may be nominated. Nominees may or may not be veterans themselves. Nominations will be evaluated on the following criteria:
- Evidence of increased business opportunities for veterans as a result of the nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veterans in government small business policymaking.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

#### Accountant Advocate of the Year

Individuals who have contributed as accountants to a better economic and financial climate for small firms may be nominated. Nominees may or may not be small business owners. Nominations will be evaluated on the following criteria:

- Volunteering time and energy outside of business duties to assist small firms.
  - Advocacy of a reduction of financial and regulatory requirements for small business.
  - Support for initiatives to promote legislation strengthening the financial health of small businesses.
  - Participation in other activities that exemplify the nominee's efforts to improve the economic climate for small businesses.
- Financial Services Advocate of the Year

Individuals who assist small businesses in obtaining financing, either directly or through advocacy efforts to increase the availability of financial services, may be nominated. Nominations will be evaluated on the following criteria:

- The amount and quality of assistance given small businesses in obtaining financing.
- Advocacy of changes in the financial services industry to assist small firms.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.
- Other significant contributions through the financial services industry to advance small business interests.

#### Media Advocate of the Year

Journalists representing television, radio or print media may be nominated. Sample articles or tapes are encouraged. Nominations will be evaluated on the following criteria:

- Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- Award recognition for achievement in the field of small business journalism.
- Voluntary community service aimed at enhancing small business opportunity and growth.
- Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.

#### Small Business Exporter of the Year

Individuals who own and operate a small business engaged in exporting may be nominated. The U.S. Small Business Administration's size standards apply in defining a business as small. Nominations will be evaluated on the following criteria:



- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export. w
- Voluntary assistance to other small businesses entering the export market.
- Cooperation with other firms in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

#### SBA Young Entrepreneur of the Year

Individuals who serve as a majority owner and operate or bear principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 1999, may be nominated. Nominations will be evaluated on the following criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

#### Entrepreneurial Success Award

Individuals who (1) own and operate a business that was launched as a "small" business by SBA size standards (consult your nearest SBA office if you have questions) but has since developed and grown into a large business, and (2) received SBA assistance to help the business grow, may be nominated. Nominations will be evaluated on the following criteria:

- SBA assistance ñ Documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.
- Growth in number of employees ñ A benchmark to judge the impact of the business on the job market. (Note: In recognition that work force size varies from industry to industry, nominees must have met the SBA size standards for small businesses in their industries at the time of the SBA assistance and now exceed those standards.)
- Increase in sales and/or unit volume ñ Documentation comparing annual sales at the time of the SBA assistance to current annual sales.
- Current and past financial reports ñ To substantiate the financial strength of the business, profit-and-loss statements for the past three years must be provided.
- Innovativeness of product or service offered ñ An illustration of the creativity and imagination of the business demonstrating its ability to remain competitive.
- Evidence of contributions to community-oriented projects ñ While community involvement is essential for any business, regardless of size, the added resources of a larger business demand an even greater role in advancing the interests of the community.

## SPECIAL AWARDS

### Special Advocacy Awards

In addition to the awards described in detail here, the SBA's chief counsel for the Office of Advocacy will on occasion present special national awards during Small Business Week for unique and outstanding advocacy achievements on behalf of small business ó for example, for lifetime small business advocacy or outstanding pro bono work.

Send nominations for this award only directly to: Chief Counsel's Advocacy Award, Office of Advocacy, 409 Third Street, S.W., Mail Code: 3114, Washington, DC 20416.

### The Phoenix Awards

The Phoenix Awards are given to those individuals whose efforts and contributions enable their businesses or communities to recover successfully from a disaster.

#### *Phoenix Award for Small Business Disaster Recovery*

Individuals who own and operate a small business that suffered physical damages following a disaster and received an SBA physical disaster loan are eligible. The nominating process is the same as for the Small Business Person of the Year

award, with one exception: The local SBA district office will clear the Phoenix Award nominee with the disaster area office. In states with more than one district, the district office nominees are forwarded to the disaster area office, which will choose the state winner. The National Advisory Council will select the national winner.

Nominations will be evaluated according to the following criteria:

- Extent of damage ñ The business suffered at least 40 percent damage that was not covered by insurance.
- Resiliency ñ The business successfully resumed its operations within the same area.
- Staying power ñ The business was able to maintain at least 90 percent of its pre-disaster employment level.

Additional consideration will be given to:

- Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.).
- Speed of recovery.
- Initiative and innovation displayed during recovery.
- Efforts made by the business to protect the property from future disaster losses.

#### *Phoenix Award for Outstanding Contributions to Disaster Recovery*

Phoenix awards will also be presented to a volunteer (private citizen) and a state or local government official who made outstanding contributions to the recovery process of a community following a natural disaster.

Nominations will be made by the district and disaster area offices. They will be judged by a panel of representatives from federal disaster-relief agencies, including FEMA and the American Red Cross.

#### *Welfare to Work Awards*

These awards are given to former welfare clients who have become self-supporting entrepreneurs, and individuals who have significantly contributed to the Welfare to Work Initiative. The nominating process is the same as for the Small Business Person of the Year award.

#### *Welfare to Work Entrepreneur of the Year*

Individuals formerly on welfare who became self-sufficient through entrepreneurship may be nominated. Nominations will be evaluated on the following criteria:

- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.
- Development and/or utilization of innovative or creative business methods.
- Challenges overcome by individuals moving from welfare to successful entrepreneurship.

Other consideration may be given to:

- Helping others become self-sufficient through entrepreneurship.
- Concerted efforts to increase public understanding of the importance of small business contributions to the Welfare to Work Initiative.

*Welfare to Work Small Business Owner of the Year*

Small business owners who have made significant contributions to the national Welfare to Work Initiative may be nominated. Nominees will be evaluated on the following criteria:

- Development and/or utilization of innovative or creative methods in hiring welfare clients.
- Demonstrated efforts to advance the small business Welfare to Work Initiative.
- Increased Welfare to Work opportunities created by the nominee's business.

Other consideration may be given to:

- Helping others become self-sufficient through entrepreneurship.
- Voluntary community service aimed at helping welfare clients become part of mainstream society.

- Mentoring small businesses interested in hiring Welfare to Work employees.

*Welfare to Work SBA Associate of the Year*

SBA employees or employees of SBA resource partners who have made outstanding contributions to the national Welfare to Work Initiative may be nominated. Nominees will be evaluated on the following criteria:

- Development and/or utilization of innovative or creative business methods to employ welfare clients and sustain their success.
- Demonstrated accomplishments in strengthening the role of small business in welfare to work efforts.
- Concerted efforts to increase public understanding of the importance of small business contributions to the Welfare to Work Initiative.
- Other accomplishments demonstrating the nominee's commitment to welfare to work efforts.

Other consideration may be given to:

- Helping others become self-sufficient through entrepreneurship.
- Mentoring Welfare to Work employees
- Support for small businesses interested in hiring welfare to work employees.

*Small Business Contractor of the Year*

*Small Business Subcontractor of the Year*

A Small Business Prime Contractor of the Year and a Small Business Subcontractor of the Year will be recognized in each of the SBA's 10 regions for their outstanding performance under federal contract. National winners in each category, selected from among the regional winners, will be honored during national Small Business Week activities in Washington, D.C.

*Nominations*

Nominations for Small Business Prime Contractor of the Year may be made by federal government agencies. Candidates for Small Business Subcontractor of the Year may be nominated by large federal government prime contractors.

Nominators must use a special nomination form, available from any SBA regional

office (see list, p. 21). The nominations must be postmarked or hand-delivered to the appropriate SBA regional office no later than December 4, 1998.

#### Awards and Selection

Both the Small Business Prime Contractor of the Year and Small Business Subcontractor of the Year awards will be presented at the regional and national levels.

At the regional level, nominations will be evaluated and winners selected by a panel of experts appointed by the SBA's regional office. The panel may include procurement officials from the SBA and other federal agencies, previous award winners, financial-institution officials and/or representatives of small business advocacy groups.

Regional winners will then be considered for national honors by a panel of experts in small business and government procurement.

Announcement of awards at the regional level will be coordinated by the SBA's regional offices. The national award winners will be announced by the SBA's headquarters office.

#### Eligibility and Evaluation Criteria

Federal government prime contractors and subcontractors who fall within the SBA's size standards for small businesses in their industries and who have not won a Small Business Week procurement award during the past five years may be nominated. Nominations will be evaluated based on the following criteria:

- Management ñ ability to organize resources to ensure accomplishment of business objectives.
- Financial stamina and control ñ financial condition, ability to assume risk, and adequacy of accounting system.
- Labor relations ñ management-employee relations, including equal employment opportunity compliance.
- Customer relations: ability to understand contractual work tasks, make timely progress reports and function as a member of a team.
- Technical capability ñ ability to resolve complex problems.

- Resource utilization ñ use of capital assets and cash flow.
- Cost performance ñ competitive posture and ability to estimate and control costs to yield profitable results.
- Delivery performance ñ ability to meet time schedules.
- Quality performance ñ quality control mechanisms and ability to provide a reliable product or service.

SBA Regional Offices  
 Region I  
 10 Causeway Street  
 Suite 812  
 Boston, MA 02222-1093  
 Tel: (617)565-8415  
 TDD: (617)565-5795

Region II  
 Robert N.C. Nix Federal Bldg.  
 900 Market St., 5th floor  
 Philadelphia, PA 19107  
 Tel: (215) 580-2722  
 TDD: (404) 580-2757

Region III  
 Robert N.C. Nix Federal Bldg.  
 900 Market St., 5th floor  
 Philadelphia, PA 19107  
 Tel: (215)580-2722  
 TDD: (215)580-2757

Region IV  
 1720 Peachtree Road, N.W.  
 Suite 496  
 Atlanta, GA 30309-2482  
 Tel: (404)347-4999  
 TDD: (404)347-5051

Region V  
 500 West Madison Street  
 Suite 1240  
 Chicago, IL 60661  
 Tel: (312)353-0357

TDD: (312)353-8060

Region VI  
4300 Amon Carter Blvd.  
Suite 108  
Fort Worth, TX 76155  
Tel: (817)885-6581  
TDD: (817)885-6552

Region VII  
323 West 8th Street  
Suite 307  
Kansas City, MO 64105-1500  
Tel: (816)374-6380  
TDD: (816)374-6312

Region VIII  
721 19th Street  
Suite 400  
Denver, CO 80202-2599  
Tel: (303)844-0500  
TDD: (303)844-0507

Region IX  
455 Market Street  
Suite 2200  
San Francisco, CA 94105  
Tel: (415)744-2118  
TDD: (415)744-2021

Region X  
1200 6th Avenue  
Suite 1805  
Seattle, WA 98101-1128  
Tel: (206)553-5676  
TDD: (206)553-2872

SBA District Offices  
ALABAMA  
2121 8th Avenue, North  
Suite 200  
Birmingham, AL 35203-2398  
Tel: (205)731-1344  
TDD: (205)731-2265



ALASKA

222 West 8th Avenue  
Room 67  
Anchorage, AK 99513-7559  
Tel: (907)271-4022  
TDD: (907)271-4005

ARIZONA

2828 North Central Avenue  
Suite 800  
Phoenix, AZ 85004-1093  
Tel: (602)640-2316  
TDD: (602)640-2357

ARKANSAS

2120 Riverfront Drive  
Suite 100  
Little Rock, AR 72202-1747  
Tel: (501)324-5277  
TDD: (501)324-7162

CALIFORNIA

2719 North Air Fresno Drive  
Suite 200  
Fresno, CA 93727-1547  
Tel: (209)487-5791  
TDD: (209)487-5917

330 North Brand Boulevard  
Suite 1200  
Glendale, CA 91203-2304  
Tel: (818)552-3210  
TDD: (818)552-3268

550 West C Street  
Suite 550  
San Diego, CA 92101  
Tel: (619)557-7252  
TDD: (619)557-6998

660 J Street, Room 215  
Sacramento, CA 95814-2413  
Tel: (916)498-6410  
Fax: (916)498-6422

455 Market Street  
6th Floor  
San Francisco, CA 94105-1988  
Tel: (415)744-6801  
TDD: (415)744-6778

200 West Santa Ana Blvd.  
Suite 700  
Santa Ana, CA 92701  
Tel: (714)550-7420  
TDD: (714)550-0655

COLORADO  
721 19th Street  
Suite 426  
Denver, CO 80202-2599  
Tel: (303)844-3984  
TDD: (303)844-5638

CONNECTICUT  
330 Main Street  
2nd Floor  
Hartford, CT 06106  
Tel: (860)240-4700  
TDD: (860)524-1611

DISTRICT OF COLUMBIA  
1110 Vermont Ave., NW  
Suite 900  
Washington, DC 20005  
Tel: (202)606-4000  
TDD: (202)606-4240

FLORIDA  
1320 South Dixie Highway  
Suite 350  
Coral Gables, FL 33146-2911  
Tel: (305)536-5521  
TDD: (305)530-7110

7825 Baymeadows Way  
Suite 100-B  
Jacksonville, FL 32256-7504  
Tel: (904)443-1900

TDD: (904)443-1909

GEORGIA

1720 Peachtree Road, NW  
6th Floor  
Atlanta, GA 30309  
Tel: (404)347-4749  
TDD: (404)344-2443

HAWAII

300 Ala Moana Boulevard  
Room 2314  
Honolulu, HI 96850-4981  
Tel: (808)541-2990  
TDD: (808)541-3650

IDAHO

1020 Main Street  
Suite 290  
Boise, ID 83702-5745  
Tel: (208)334-1696  
TDD: (208)334-9637

ILLINOIS

500 West Madison Street  
Room 1250  
Chicago, IL 60661-2511  
Tel: (312)353-5000  
TDD: (312)886-5108

INDIANA

429 North Pennsylvania  
Suite 100  
Indianapolis, IN 46204-1873  
Tel: (317)226-7272  
TDD: (317)226-5338

IOWA

215 4th Avenue, S.E.  
Suite 200  
Cedar Rapids, IA 52401-1806  
Tel: (319)362-6405  
TDD: (319)393-7462

210 Walnut Street

Room 749  
Des Moines, IA 50309-2186  
Tel: (515)284-4422  
TDD: (515)284-4233

KANSAS  
100 East English Street  
Suite 510  
Wichita, KS 67202  
Tel: (316)269-6616  
TDD: (316)269-6205

KENTUCKY  
600 Dr. M.L. King Jr. Place  
Room 188  
Louisville, KY 40202  
Tel: (502)582-5971  
TDD: (502)582-6715

LOUISIANA  
365 Canal Street  
Suite 2250  
New Orleans, LA 70130  
Tel: (504)589-6685  
TDD: (504)589-2053

MAINE  
40 Western Avenue  
Room 512  
Augusta, ME 04330  
Tel: (207)622-8378  
TDD: (207)626-9147

MARYLAND  
10 South Howard Street  
Suite 6220  
Baltimore, MD 21201-2525  
Tel: (410)962-4392  
TDD: (410)962-7458

MASSACHUSETTS  
10 Causeway Street  
Room 265  
Boston, MA 02222-1093  
Tel: (617)565-5590

TDD: (617)565-5797

MICHIGAN

477 Michigan Avenue

Room 515

Detroit, MI 48226

Tel: (313)226-6075

TDD: (313)226-2958

MINNESOTA

100 North 6th Street

Suite 610

Butler Square

Minneapolis, MN 55403-1563

Tel: (612)370-2324

TDD: (612)370-2332

MISSISSIPPI

101 West Capitol Street

Suite 400

Jackson, MS 39201

Tel: (601)965-4378

TDD: (601)965-5328

MISSOURI

323 West 8th Street

Suite 501

Kansas City, MO 64105

Tel: (816)374-6708

TDD: (816)374-6764

815 Olive Street

Room 242

St. Louis, MO 63101

Tel: (314)539-6600

TDD: (314)539-6654

MONTANA

301 South Park

Room 334

Helena, MT 59626-0054

Tel: (406)441-1081

TDD: (406)441-1097

NEBRASKA

11145 Mill Valley Road  
Omaha, NE 68154  
Tel: (402)221-4691  
TDD: (402)498-3611

NEVADA  
301 East Stewart Avenue  
Room 301  
Las Vegas, NV 89101  
Tel: (702)388-6611  
TDD: (702)388-6653

NEW HAMPSHIRE  
143 North Main Street  
Suite 202  
Concord, NH 03302-1258  
Tel: (603)225-1400  
TDD: (603)225-1462

NEW JERSEY  
Two Gateway Center  
4th Floor  
Newark, NJ 07102  
Tel: (201)645-2434  
TDD: (201)645-4653

NEW MEXICO  
625 Silver Avenue, S.W.  
Suite 320  
Albuquerque, NM 87102  
Tel: (505)766-1870  
TDD: (505)766-1883

NEW YORK  
26 Federal Plaza  
Room 3100  
New York, NY 10278  
Tel: (212)264-2454  
TDD: (212)264-9147

401 S. Salina St.  
5th floor  
Syracuse, NY 13202  
Tel: (315)471-9393  
TDD: (315)471-9273

111 West Huron Street  
Room 1311  
Buffalo, NY 14202  
Tel: (716)551-4301  
TDD: (716)551-3248

NORTH CAROLINA  
200 North College Street  
Suite A-2015  
Charlotte, NC 28202-2137  
Tel: (704)344-6563  
TDD: (704)344-6640

NORTH DAKOTA  
657 2nd Avenue, North  
Room 219  
Fargo, ND 58108-3086  
Tel: (701)239-5131  
TDD: (701)239-5657

OHIO  
1111 Superior Ave.  
Suite 630  
Cleveland, OH 44114-2507  
Tel: (216)522-4180  
TDD: (216)522-8350

2 Nationwide Plaza  
Suite 1400  
Columbus, OH 43215-2542  
Tel: (614)469-6860  
TDD: (614)469-6684

OKLAHOMA  
210 Park Avenue  
Suite 1300  
Oklahoma City, OK 73102  
Tel: (405)231-5521  
TDD: (405)231-5993

OREGON  
1515 SW Fifth Avenue  
Suite 1050  
Portland, OR 97201-6695

Tel: (503)326-2682  
TDD: (503)326-2501

PENNSYLVANIA  
Robert N. C. Nix Federal Bldg.  
900 Market St., 5th floor  
Philadelphia, PA 19107  
Tel: (215)580-2722  
TDD: (215)580-2757

1000 Liberty Avenue  
Room 1128  
Pittsburgh, PA 15222-4004  
Tel: (412)644-2780  
TDD: (412)644-5143

PUERTO RICO  
252 Ponce De Leon Boulevard  
Room 201  
Hato Rey, PR 00918  
Tel: (787)766-5572  
TDD: (787)766-5174

RHODE ISLAND  
380 Westminster Street  
5th Floor  
Providence, RI 02903  
Tel: (401)528-4561  
TDD: (401)528-4690

SOUTH CAROLINA  
1835 Assembly Street  
Room 358  
Columbia, SC 29201  
Tel: (803)765-5377  
TDD: (803)253-3364

SOUTH DAKOTA  
110 S. Phillips Ave.  
Suite 200  
Sioux Falls, SD 57102-1109  
Tel: (605)330-4231  
TDD: (605)331-3527

TENNESSEE



50 Vantage Way  
Suite 201  
Nashville, TN 37228-1500  
Tel: (615)736-5881  
TDD: (615)736-2499

TEXAS  
4300 Amon Carter Boulevard  
Suite 114  
Fort Worth, TX 76155  
Tel: (817)885-6500  
TDD: (817)885-6552

10737 Gateway West  
Suite 320  
El Paso, TX 79935  
Tel: (915)540-5586  
TDD: (915)540-5196

222 East Van Buren Street  
Room 500  
Harlingen, TX 78550-6855  
Tel: (956)427-8533  
TDD: (956)423-0691

9301 Southwest Freeway  
Suite 550  
Houston, TX 77074-1591  
Tel: (713)773-6500  
TDD: (713)773-6559

George Manon Federal Bldg.  
1205 Texas Ave., Suite 408  
Lubbock, TX 79401-2693  
Tel: (806)743-7462  
TDD: (806)743-7474

727 E. Durango Boulevard  
Room A-527  
San Antonio, TX 78206-1204  
Tel: (210)472-5900  
TDD: (210)472-5933

UTAH  
125 South State Street

Room 2229  
Salt Lake City, UT 84138-1195  
Tel: (801)524-5804  
TDD: (801)524-4040

VERMONT  
87 State Street  
Room 205  
Montpelier, VT 05602  
Tel: (802)828-4422  
TDD: (802)828-4550

VIRGINIA  
1504 Santa Rosa Road  
Suite 200  
Richmond, VA 23229  
Tel: (804)771-2400  
TDD: (804)771-8078

WASHINGTON  
1200 Sixth Avenue  
Room 1700  
Seattle, WA 98101-1128  
Tel: (206)553-7310  
TDD: (206)553-7349

West 601 First Avenue  
10th Floor  
Spokane, WA 99204-0317  
Tel: (509)353-2810  
TDD: (509)353-2424

WEST VIRGINIA  
168 West Main Street  
5th Floor  
Clarksburg, WV 26301  
Tel: (304)623-5631  
TDD: (304)623-5616

WISCONSIN  
212 East Washington Avenue  
Room 213  
Madison, WI 53703  
Tel: (608)264-5261  
TDD: (608)264-5333

## WYOMING

100 East B Street

Room 4001

Casper, WY 82602-2839

Tel: (307)261-6500

TDD: (307)261-6507

The SBA has offices located throughout the United States. For the one nearest you, look under "U.S. Government" in your telephone directory, or call the SBA Answer Desk at 1-800-U-ASK-SBA. To send a fax to the SBA, dial 202-205-7064. For the hearing impaired, the TDD number is 704-344-6640.

To access the agency's electronic public information services, you may call the following:

SBA OnLine: electronic bulletin board—modem  
and computer required  
1-800-697-4636 (limited access)  
1-900-463-4636 (full access)  
202-401-9600 (D.C. metro area)

Internet: using uniform resource locators (URLs)  
SBA home page: [www.sba.gov](http://www.sba.gov)  
SBA gopher: <gopher.sba.gov>  
File transfer protocol: <ftp.sba.gov>  
Telnet: <telnet.sba.gov>  
U.S. Business Advisor: [www.business.gov](http://www.business.gov)

You also may request a free copy of The Resource Directory for Small Business Management, a listing of for-sale publications and videotapes, from your local SBA office or the SBA Answer Desk.

All of the SBA's programs and services are provided to the public on a nondiscriminatory basis.

CO-0021